



To: All HOPWA Project Sponsors
From: Lisa Coffman, HOPWA Coordinator
Date: July 11, 2001
Re: HOPWA Updates

Notice: HOPWA 01-02

Fourth National HIV/AIDS Housing Conference

In June, I attended the Fourth National HIV/AIDS Housing Conference in Denver. Over 800 attendees convened in Denver to share experiences, gain knowledge and develop new skills related to HIV/AIDS housing. I was particularly focused on the tracks that dealt with forecasting AIDS housing trends, administering statewide rental assistance programs and developing effective program evaluation methods.

The highlight of the conference for me was the opportunity to receive direct technical assistance from David Vos; Director of HUD's Office of HIV/AIDS Housing and his staff. I have received clarification on some important issues and will outline them in this memo.

If you are interested in receiving a detailed summary and conference workbook, please contact me.

Lead Based Paint

Visual assessments to determine whether or not there is a lead based paint hazards only have to be done in units receiving long-term rental assistance, if there are children under 6 years of age residing in the unit. If there are no kids under 6 years of age, the unit is exempt from lead based paint requirements.

We do not have to do anything with lead based paint in units that are receiving short-term rental assistance.

If you have any questions, about this please contact me.

Claims

Please remember that all claims and appropriate support documentation are due to me by 12:00 noon on Monday for payment the same week.

115 W. Washington St.
Suite 1350, South Tower
Indianapolis, IN 46204

(317) 232-7777
(800) 872-0371
<http://www.state.in.us/ihfa>



Appropriate support documentation includes client application, leases, copy of utility bills, etc. Applications and claims may be faxed to me. If you fax applications, you **do not** need to send the original hard copy. Please keep those on file at your office. I will review them when I come on-site later this year to monitor.

Claims may be faxed to me, but I do need the original hard copy of all faxed claims mailed to my attention as soon as possible. We need documentation in our office of the original signatory requesting payment.

If you do not hear from me, your claim and support documentation are fine and I have turned them in for payment. If I have a question, I will contact you for additional information.

Reports

We will be issuing semi-annual reports to all of the project sponsors. Look for a memo and report later this summer. You will be responsible for reporting to IHFA on your use of HOPWA funds from July 1, 2001 – December 31, 2001.

On-site Monitoring Visits

In September, I will begin scheduling on-site monitoring visits to all of the project sponsors. During my time in your office, I will review your client files and HOPWA financial information for compliance. All visits will be confirmed in writing and you will be given a 2-3 week notice. Monitoring visits typically last about 4-5 hours and staff does not need to be present with me during the monitoring, but accessible in the event that I have questions. We can also use my time at your office to discuss any concerns, answer any questions or meet with constituencies that are interested in HOPWA. I will also go over the semi-annual report at that time as well.

Unity Conference

I will be in attendance at the Unity Conference August 22-24. I am presenting a HOPWA update sharing with the HIV/AIDS community how you all have allocated funds in the local regions, answering questions about HOPWA and providing information on upcoming trends in HIV/AIDS housing. My presentation is on Friday August 24th 8:30 a.m. – 9:15 a.m.

IHFA's Affordable Housing Conference

IHFA is holding our 11th Annual Affordable Housing Conference in Indianapolis September 11-12. There will be topics on fundraising for not for profits, special needs housing and an HIV/AIDS housing panel featuring Willie Phillips of AIDS Ministries/AIDS Assist, Douglas Argue of the National AIDS Housing Coalition and Frank Hagaman from Partners in Housing Development Corporation.

There are scholarships available for not for profits to attend the conference. If you are interested and would like more information, please give me a call at (317) 233-1814 or toll-free at (800) 872-0371. I can also be reached via e-mail at lcoffman@ihfa.state.in.us.

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